

# INTERVIEWS: BEFORE YOU GO

## Dress Appropriately

### APPEARANCE

- 45%** of the success or failure of an interview is directly related to a person's **appearance** (dress & grooming)
- 35%** depends upon the applicant's **responsiveness** (facial expressions, smiling, verbal responses)

*That's 80% of what determines success for the interview, and it's 100% controllable by you!*

**An interviewer forms an opinion of you within the first 90 seconds. Their judgment is based solely upon your appearance and the image you project. What you wear has a visual impact on others. Your appearance is a personal statement about yourself**

### Interviewing Strategy

*Know what you have to offer – have in mind a few points about yourself and about your qualifications for the job.*

*Anticipate some of the questions you might be asked, and decide which questions you would like to ask the employer.*

*Learn how to pronounce and spell the interviewer's name.*

*Find out as much as you can about the company and its products or services.*

*Go to the interview alone.*

*Practice your interview out loud with someone and get some feedback.*

### HELPFUL HINTS ON DRESS

- Get your 'interview clothes' ready the night before you go job hunting or for an interview. Shine shoes, press everything, and do a try-on in front of the mirror.
- Be neat and clean from your hair to your shoes.
- If your interview is at a company site and you are unsure about what to wear, visit the company or one similar to it. Note what the employees are wearing. This will give you some ideas on what to wear.
- Use little or no perfume, cologne, or after-shave lotion.
- Be conservative with jewelry.
- Dress conservatively, paying attention to color and style. Blues, grays, blacks and neutrals are the best bets.

### Be Prepared!

Before the interview, review the following checklist and try to answer "yes" to all items.

- ☐ I know the company's address and location of office, and where parking facilities are located.
- ☐ I have researched the company and written down pertinent information.
- ☐ I have my resume, notes, and other papers such as licenses, transcripts, picture ID, etc.
- ☐ I have written down questions to ask the employer and items I want them to know about me.
- ☐ I know my skills and qualifications are relevant to this job.
- ☐ I am dressed appropriately.
- ☐ I feel good about myself.